POLICY REPORT OUTLINE
PADM 659 ADMINISTRATIVE POLICY SEMINAR

Following the cover page, table of contents and a brief executive summary (consisting of a problem statement, methods used to study the options, alternatives considered, and the recommended action), the policy report should be presented as follows:

I. Problem Statement (about two pages)
Articulation of the issue should be followed by a concise statement of the problem being investigated, and statement of why it is significant in and appropriate to public administration.

II. Background and Conceptual Framework (about 15 percent of the policy report)
Describe the context (e.g. major events, court decisions, statutes, opinion polls) with which the investigation will be concerned and delineate the areas or aspects to be dealt with. The focus of the problems should be clearly indicated, its relation to the broader conceptual framework in which the problem occurs, its timeliness for public administration, and the boundaries which limit your activity, both in point of time and focus. Indicate clearly the criteria to be employed in evaluating the management policy options. State any basic assumptions and define terms that are subject to multiple meaning.

III. Literature Review and Research Methodology (about 15 percent)
Complete a thorough literature review to serve as the basis for the policy report and for the development of questions; describe how the present study relates to existing literature. State procedures and methods to be followed regardless of the quantitative/qualitative character of the study. Describe the investigation: nature of the object of study and rationale for selection; data gathering techniques and test of representativeness; and sources of aggregate data to be utilized. Explain data collection procedures. Describe methods of analyzing and treating data, that is the research design.

IV. Management Policy Options (at least 60 percent)
Present the policy options substantiated fully by footnotes, figures, tables, and graphs. Ensure that these are presented in a logical, clear, and well-written manner. They should directly address the problem posed in the title of the paper. Employ the evaluation criteria identified in the conceptual framework. The findings should follow from the methodology, and methodological weaknesses which might affect the reliability and validity of the findings should be identified.

V. Conclusion/Recommendation for Action (5-10 percent)
Public officials must often make decisions based upon limited information; therefore, you must develop a carefully fashioned conclusion, even though the findings may be somewhat inconclusive. Choose one of the options (or combination of options) examined in Part IV, summarize the reasons for reaching that decision (including why the other options are not adequate), and defend your selection by relating it directly to the original problem.